



Note-Taker Internship Announcement– July- August 2013

Locations: Hanoi and Ho Chi Minh City, Vietnam

Dates: July 30 (Tuesday) – August 7 (Wednesday)

The Vietnam Education Foundation (VEF) is seeking six (6) well-qualified Americans, who are currently in Vietnam, to act as note-takers during the second phase of the VEF Fellowship selection process, namely, the Oral Exam/Interview, which is also referred to as the VEF Mission. Below are the details of the working days for each note-taker position:

- Code VEFNT1: Two (2) note-takers will work for the whole VEF Interview Mission for nine days in both Hanoi and Ho Chi Minh City to be held from July 30 through August 7, 2013, including a travel day from Hanoi to Ho Chi Minh City on August 3.
- Code VEFNT2: One (1) will work for three days in Hanoi only: July 30, 31, and August 1
- Code VEFNT3: One (1) will work for two days in Hanoi only: July 30 and 31
- Code VEFNT4: One (1) will work for four days in Ho Chi Minh City only: August 4, 5, 6, and 7
- Code VEFNT5: One (1) will work for three days in Ho Chi Minh City only: August 4, 5, and 7.

The note-takers are expected to participate in all weekend and evening activities related to the Mission during these required dates. A more detailed schedule will be provided later to each note taker after being selected.

During the VEF Mission, the note-takers will work directly with the interview panelists, who are notable U.S. professors, selected by VEF, and will assist with writing letters of recommendation for final VEF Fellowship nominees and alternates. The note-takers report to Dr. Lynne McNamara, VEF Executive Director, and Dr. Margaret Petrochenkov, VEF Program Officer. Details are described as follows.

Position Descriptions: The internship position is responsible for the following tasks:

1. General Tasks

- a. For the two note-takers who work in both Hanoi and Ho Chi Minh City (VEFNT1) and the two note-takers who work in Hanoi only (VEFNT 2 and VEFNT3): On Tuesday, July 30 in Hanoi (1) attending the Mission Orientation in the morning and (2) receiving training regarding the note-taker's responsibilities for the VEF Mission, including inputting/typing data and narrative into VEF's Online Management System in the afternoon.
- b. For the two note-takers who work in both Hanoi and Ho Chi Minh City (VEFNT1) and the two note-takers who work in Ho Chi Minh City only (VEFNT4 and VEFNT5): Attending the Mission debriefing meeting in HCMC on Wednesday morning, August 7.
- c. For the two note-takers who work in Ho Chi Minh City only (VEFNT 4 and VEFNT5): Receiving training in HCMC on Saturday afternoon, August 3, regarding the note-taker's responsibilities for the VEF Mission, including inputting/typing data and narrative into VEF's Online Management System.

2. Specific Tasks

- a. Taking detailed notes of the individual interviews on the assigned dates.
- b. Assisting professors by referring back to notes and ultimately crafting draft and final letters of recommendation to be approved and signed by the U.S. panelists.

- c. Joining U.S. panelists during group lunch meals.
- d. Assisting with the Mission as requested.

Dates/Work Week: During the internship with the locations and dates as mentioned above, the note-takers are expected to work full-time and long hours from early morning through late evening, as needed, to accomplish the work. Professional business attire (i.e., suit for men and dress/skirt or pant suit for women) is expected during the Mission.

Financial Arrangements: This internship is a paid position. Note-takers earn US\$90 gross per day for the duration of the required days during the Mission. The personal income tax of 10% or 20%, depending on the residency status and identification tax number availability of the note-takers, will be withheld as regulated by the Vietnamese law. VEF will also provide the note-takers with any group lunches during the days they work for VEF.

In addition, *for the two note-takers who work in both Hanoi and Ho Chi Minh City (VEFNT1)*, VEF will cover the following expenses: economy air transportation from Hanoi to HCMC and return, taxi fare from the hotel to the airport in HCMC and from Noi Bai airport to residence in Hanoi (taxi fare receipts are required); lodging including breakfasts for 4 nights (check in on August 3 and check out on August 7 afternoon) at New World Saigon Hotel in HCMC. Payment will be made 3-4 weeks after the completion of the Mission.

Advantages: This internship provides the following opportunities: (1) to work closely with the VEF teams from both Washington, D.C., and Hanoi; (2) to work with renowned U.S. professors; (3) to meet outstanding young Vietnamese, who are candidates for the VEF Fellowships; and (4) to gain insight into a dynamic U.S. Federal agency that has been enhancing U.S.-Vietnam relations and fostering the development of bilateral relations through education and through institutional outreach.

Required Qualifications:

1. Native speaker of English and a U.S. citizen, living and/or working in Vietnam.
2. Graduate of an accredited U.S. university.
3. Background and/or academic study related to the Mission of VEF, i.e. international relations, science, technology, or a related field, such as international education, Asian studies, Asian language study, linguistics, or English as a Second Language (ESL).
4. Excellent writing and organizational skills, including note taking, typing, and word-processing.
5. Available for the dates mentioned above
6. High level of flexibility regarding hours and days of work as well as job duties.
7. Positive attitude and interest in supportive teamwork.

Desirable Qualifications:

1. A graduate degree from a U.S. university.
2. Previous travel in a developing country.
3. Intermediate skills in a foreign language, preferably an Asian language or Vietnamese.
4. Previous international experience: studying, living, or working abroad.

Interested candidates should email to VEF (hanhbui@vef.gov) a cover letter and a short resume/curriculum vitae by noon 12:00 pm, Wednesday, July 17, 2013. Please indicate in your email the code of the note-taker position you are interested in whether VEFNT1, VEFNT2, VEFNT3, VEFNT4, or VEFNT5. Phone or face-to-face interviews will be conducted on July 18 and 19 for the short-listed candidates.

The Vietnam Education Foundation (VEF) is an independent federal agency of the U.S. Government created in December 2000 by the U.S. Congress to strengthen the scientific, engineering, medical, and technology communities of Vietnam through educational exchange and scientific and technical cooperation. More background information can be found at the VEF website: www.vef.gov